Arkansas School for the Deaf
Acceptable Use Policy

GENERAL

Philosophy
Through the generosity of Silent Sunday, combined with careful resource planning, the Arkansas School for the Deaf is fortunate to enjoy some of the best technology of any school in the state. ASD is committed to using this technology available to promote educational excellence by facilitating resource sharing, innovation, and communication. Technology is readily throughout our campus and should be used as a tool to make opportunities available for all students and staff to make their work more efficient and effective.

Internet
Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. ASD's Internet connection is provided by the Arkansas Department of Information Services (DIS).

The Children's Internet Protection Act (CIPA) requires schools and public libraries that accept federal funding, such as e-Rate, to equip all computers that might be used by students with a system to block sites that are obscene or show material harmful to minors. The state of Arkansas has also passed legislation requiring school districts to provide Acceptable Use Policies and to provide Internet filtering. DIS also provides filtering.

Controversial Material
ASD provides filtering to block out the majority of controversial or inappropriate material. However, users may still encounter material that is objectionable and which users, parents, teachers, or administrators may consider inappropriate or offensive.

Monitoring
The use of the ASD Network is a privilege, not a right. ASD administrators reserve the right to determine appropriate use and may deny, suspend, or close any user account at any time based upon a determination of inappropriate use by the account holder or user. ASD administrators reserve the right to review any material on user accounts and to monitor file server space in order to determine whether specific uses of the network are inappropriate. Access is necessary for maintenance of computers, networks, data, and storage systems; to maintain the integrity of the computer, network, or storage system; or to protect the rights or property of ASD or other users.

Security
Security on any network is a high priority. The following guidelines will help protect your account and make the network safer for all users.

- Use secure passwords and change them frequently. Do not use passwords which would be easy for someone to discover.
- Do not give your password to someone else.
- Do not use another person's account.

ASD Acceptable Use Policy

ASD policy and guidelines are posted on the network and are available for review at any time by all users. Logging in to the network implies consent to abide by the AUP of ASD. ASD administrators reserve the right to change and update the AUP at any time.

Warranties
The Arkansas School for the Deaf makes no warranties of any kind, whether expressed or implied, for the service it is providing. ASD will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, or service interruptions. ASD assumes no responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.

Acceptable Use
Each user is expected to use accounts responsibly, with purposes for which such accounts are granted. Activities beyond these stated purposes are strictly prohibited and may result in restricted or revoked access to computing resources.

Unacceptable Use (Including but Not Limited to the Following)
Users shall not attempt to access, copy, or destroy programs or files that belong to other users or to ASD without prior authorization.

No user is permitted to install software or change the configuration on computers. Purchase of software must be approved, and should only be installed by ASD's Technology Department Staff or Technology Coordinator. If you need software not on your computer, please fill out a request form, which can be found in the I: Share Drive on our network.

Users shall not subvert restrictions associated with their accounts. The list below does not cover every situation that pertains to proper or improper use of the computing resources at ASD, but it does suggest some of the responsibilities that you accept if you choose to use an ASD computer. Disciplinary action will be taken whenever any user is found to be in violation of the responsible use of the computers or network.

- Revealing personal address or phone numbers or those of other students or employees
- Violating the rights of privacy of students and employees
- Using profanity, obscenity or other language which may be offensive to another user
- Using the network illegally in ways that violate federal, state, or local laws or statutes
- Using the network for financial gain or for any commercial or illegal activity
- Using the network to send or retrieve pornographic material, inappropriate text files, or files dangerous to the integrity of the network
- Spreading computer viruses or in any way causing disruption of the network, such as sending large e-mail files, etc.
- Sending unnecessary "broadcast" email messages to all ASD staff
- Downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others
- Using Social Networking sites to "friend" current or former students prior to their graduation
- Maintaining a personal Social Networking site with settings that permit students to view personal information

- Using any technology besides ASD E-Mail or monitored educational sites to communicate in conversations with students
- Product advertisement or political lobbying
- Circumventing security measures on school or remote computers or networks
- Attempting to gain access to another's resources, programs, or data
- Falsifying one's identity
- Changing any computer files that do not belong to the user
- Misuse or vandalism of equipment
- Posting anonymous messages
- Violating copyright restrictions
- Not providing reasonable supervision during student use of network.

STUDENTS

Internet Rules for Students

- Never give out personal information such as name, address, or school name in a public message such as chat or bulletin boards, and be sure you're dealing with someone that both you and trust before giving out any information through electronic messages.
- Never agree to meet someone you meet online.
- Do not say something online about or to a person you would not say in person.
- Never respond to messages or items that are suggestive or make you uncomfortable in any way.
- Remember that people online may not be who they seem.
- Remember that everything you read online may not be true.
- If you have questions, or if you think someone may be trying to trick you about something, contact an adult at ASD immediately.
- Respect the work of others on the network. Do not copy work to use as your own. Do not open or delete other student's work.

Penalties for Improper Network Use

Use of public property for personal gain is a felony and is subject to prosecution.

Classroom/Dorm: Classroom violations of this policy may result in loss of privileges and/or disciplinary action.
District: Suspension or cancellation of ASD network privileges and/or disciplinary action.
State: Applicable state laws apply.
Federal: Applicable federal laws apply.

FACULTY/STAFF

Email
Personal use of electronic mail and the Internet is permitted within reason provided that it does not disrupt the educational process and is not used excessively for personal reasons or in violation of Acceptable Use Guidelines. Personal use should be kept to a minimum. Users are not permitted to conduct a business using any school technology resources. **Please remember that e-mail is not private**. The administrators of ASD have access to all mail and may read mail if justifiable reasons exist to do so. Users should also be aware that e-mail can be traced to the sender and can be monitored for unacceptable language or inappropriate use. You should consider email received or sent at school as a matter of public record.

Internet
Internet service is provided by DIS. It is to be used for educational purposes. Personal use must be kept to a minimum in order to provide the bandwidth needed for everyone to use the network.

Security
Do not allow students to use your account. Save your important files in your network folder where they are secure and are backed up regularly. If something happens to your computer, it will be much easier to fix if you have saved all your files to your network folder.

Personal and Professional Communications
Employees are not to use any Social Networking site, i.e. Facebook, to communicate with current or former students prior to that student completing his or her education. This includes extending or accepting "friend" requests. Additionally, any personal Social Networking sites should use such privacy settings to prevent students from viewing any personal or non-professional information. To communicate with students outside of school, employees should only use ASD Email or other educational, professional, monitored sites such as educational blogs or wikis.

Computers
Computers belong to the school district and must be treated accordingly. They are to be used for educational purposes. Personal software should not be installed on ASD computers. Screen savers, web shots, Smilies, and other freeware or shareware will not be installed.

Penalties for Improper Use
Problems will be reported to the building principal and the appropriate local, state and federal authorities.

Virus Protection
The ASD network has Virus protection to cut down on problems. Please do not open attachments unless you know what they are. Some of the new viruses are very destructive. It is much easier to check with the sender to verify the email than to repair damage on your computer.

Questions
Should you have any questions about the Acceptable Use Policy at ASD, please do not hesitate to contact your supervisor or ASD's Network Administrator or Technology Coordinator.

APPLICABLE LAWS

Arkansas Act 1019 (2003)
Arkansas Act 1081 (2003)
House Bill 2713 (2003)
Arkansas Act 1095 (2003)
Arkansas Act 1533 (2001)
Federal Children's Internet Protection Act (CIPA)
Arkansas Act 1747 (2001)
Arkansas Act 912 (2001)
Arkansas Statute 25-26-202
Compliance Guidelines

Family Educational Rights and Privacy Act (FERPA)
http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html
Public information, such as student photos can be published on the Internet, unless the school is otherwise notified in writing from a parent.

Children's Internet Protection Act (CIPA)
http://www.ala.org/cipa/

Responsibilities of Employees on Internet
Act 1287 of 2001
http://www.arkleg.state.ar.us/ftproot/acts/2001/htm/act1287.pdf

Written AUPs for Public Schools
http://www.arkleg.state.ar.us/ftproot/acts/2001/htm/act912.pdf

Arkansas Legislation
http://www.oit.state.ar.us/Legislation/default.asp

Mr. and Mrs. Parent,

Your child has requested access to the ASD Network. ASD provides network access to all students who agree to abide by the acceptable use policies, sign a contract, and have parent permission.

Access to the network will provide your child with access to the Internet. It is possible that your child may run across areas of adult content and some material that you might find objectionable. Although ASD provides filtering software to block most objectionable content, even with reasonable supervision, it may not possible to block access to all such sites.

Open communication with your children, utilization of such computer resources, and getting on-line yourself will help you obtain the full benefits of these systems and alert you to any potential problem that may occur with their use.

Part of ASD's responsibility in preparing our students for the future is to provide them access to the tools they will be using in post-secondary education and in the work place. We believe that the use of this global information network is one of those tools.

Student Agreement and Parent Permission Form

I have been given a copy of the Acceptable Use Policy for ASD, and I agree to follow the rules when using the computers and the Internet at ASD.

_____
Student Name (Please Print)

_____
Student Signature

Parent/Guardian
Signature_____

Grade_____

Date_____

PARENT/GUARDIAN

As parent/legal guardian of the student signing above, I grant permission for my child to access networked computer services. I have read and agree to the Acceptable Use Policies, and I understand that I may be held responsible for violations by my child. I understand that some material on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to him/her appropriate standards for selecting and sharing information.

Parent/Guardian Name: _____

Date: _____

_____
Parent/Guardian Signature:

_____
Street Address:

City/State/Zip: _____

Phone: _____

Arkansas School for the Deaf
Staff Acceptable Use Policy

I have read the policies contained herein. As a user of the ASD Computer Network, I have read and hereby agree to comply with the Acceptable Use Policies.

Please return this form to your supervisor.

Date_____

_____
Name (Please Print)

_____
Signature

_____
Position